

(1) War trophies are not authorized unless departmental directives have announced the designation of combat areas or combat zones and time periods for acquisition of war trophies.

(2) AR 608-4 and the Gun Control Act of 1968 (Public Law 90-618) prohibit the import of war-trophy firearms into the United States.

(3) Taking, possessing, or shipping captured, found, or purchased weapons without legal authority or for personal use is prohibited. "Without legal authority" means an act or activity undertaken by U.S. personnel that is not done at the direction of a commander or as a result of military necessity during the performance of military duties.

(4) Articles or material unlawfully shipped or carried to the United States are subject to be seized by the U.S. customs authorities or other appropriate military or civilian authorities or agencies.

#### **5-8. INFORMATION MANAGEMENT PROCESSING EQUIPMENT ACCOUNTABILITY**

In the European theater, all Army-owned, -rented, and -leased information management processing equipment (IMPE) and communications equipment will be accounted for by serial number. Serial numbers will be annotated on all accountability documents (for example, receipts, lateral transfers, turn-ins, hand-receipts). DA Pamphlet 710-2-1 identifies IMPE.

#### **5-9. LOCAL PURCHASES**

The procedures in this paragraph apply to military and civilian employees authorized to purchase supplies for official Government purposes.

**a. General.** Authorized Army in Europe personnel will use the Government purchase card (GPC) (also known as the International Merchant Purchase Authorization Card (IMPAC)) to pay for local purchase of items that cost less than \$2,500. For local purchases exceeding \$2,500 but less than \$25,000, personnel should consult with their regional contracting officer to see if an exception authorization may be granted to use the GPC DA Form 3953 will be used for the local purchase of items that cost more than \$2,500 (or greater than \$25,000 when authorized by the regional contracting officer). An FDP or supply support office (SSO) authorization is not needed for GPC purchases. DA Form 3953 must be sent through the supporting PBO and FDP or SSO.

(1) Items obtained through local purchase must meet at least one of the following criteria:

(a) The item is noncataloged, nonstocked, and nonweapon-system-related (for example, an item that has not been included in the AMDF).

(b) The item is in the AMDF with an acquisition advice code of "L" (source of supply is local purchase).

(c) The item has a status/rejection code of "CK" (not available; obtain next higher assembly, kit, or components), "CP" (not available; source of supply is local manufacture, fabrication, or procurement), or "CW" (not available; one-time local purchase authorized).

(d) The item is in the AMDF and is available from a civilian source, and the individual authorized to approve local purchases has determined that it is in the Government's best interest to buy the item locally. The cost and quality of the item, how the item will improve readiness, and how soon the item is needed must be considered before buying the item locally. Generally, an item that can be obtained from Government sources in time to meet the requirement does not qualify for local purchase.

(e) The item is needed to save human lives or to relieve human suffering.

(f) The item is needed to repair emergency equipment.

(g) The item is needed to repair Army motor vehicles disabled on the roadside.

(h) The item is automation equipment that meets the criteria in AE Supplement 1 to AR 25-1 for GPC purchases.

(2) Authorized Army in Europe personnel will continue to use the following supply sources in the following order of precedence:

(a) On-hand inventories.

(b) Excess from other military services or Federal agencies.

(c) Federal Prison Industries, Incorporated.

(d) Procurement supply lists available from the Committee for Purchase of Products and Services of the Blind and Other Severely Handicapped.

(e) Wholesale supply sources (such as the stock programs of the DLA, the GSA, the Department of Veterans Affairs, military inventory control points, and mandatory Federal supply schedules).

(f) Civilian sources.

(3) Personnel will not try to avoid the GPC purchase limit by separately purchasing parts of an item that has a unit cost of \$2,500 or more.

(4) Army in Europe unit and activity personnel will inform GPC holders of their purchase requirements by preparing a written request that describes the requirements. The written request—

(a) May be a memorandum, a technical-inspection sheet, a GPC purchase log sheet, DD Form 1348-6, DA Form 2765-1, or DA Form 3953. One written request may be used to describe and approve repetitive purchases of an item or group of items that are required on a continuing basis.

(b) Will include the item names, required quantities, and estimated unit prices.

(c) Will be submitted through personnel authorized to approve local purchases.

**b. Responsibilities.****(1) Unit and activity commanders will—**

- (a) Designate in writing the individuals who will be authorized to approve local purchases (approving officials).
- (b) Ensure that PBOs and individuals supervised by PBOs do not purchase supplies with a GPC.

**(2) Personnel authorized to approve local purchases will—**

- (a) Review written requests describing GPC local-purchase requirements.
- (b) Ensure that local purchase requests for material that costs \$2,500 or more, or for material that does not meet the criteria in a(1)(a) through (h) above, are submitted through the supporting PBO and FDP or SSO.
- (c) Ensure that the quantity of an item to be purchased with a GPC is—
  - 1. Limited to the amount required to meet immediate needs.
  - 2. Does not exceed 15 days of supply (DOS) for prescribed load lists or shop stocks.
  - 3. Does not exceed 7 DOS for other requirements.
- (d) Coordinate with their PBO if there are questions about the—
  - 1. Appropriate supply source for required material (for example, FDP or SSO, GSA, Army and Air Force Exchange Service (AAFES), local merchant).
  - 2. Type of material authorized in the unit or activity.

**(3) GPC holders will—**

- (a) Purchase only items approved by approving officials.
- (b) Purchase only items that cost less than \$2,500 and meet the criteria in a(1)(a) through (h) above.
- (c) Provide the PBO a copy of GPC purchase receipts and invoices within 5 days after the purchase.
- (d) Report GPC purchases of class 9 items (repair parts) within 30 days after the purchase. Reporting these purchases will keep the demand data on file for future use and will provide input to the Training Resource Model (TRM).
  - 1. Units supported by ULLS will report class 9 purchases by submitting a demand transaction, with a DIC DHA, through ULLS to the SARSS-O.

2. Units not supported by ULLS will report class 9 purchases by notifying the FDP or SSO, which will input the demand transaction to the SARSS-O.

(e) Coordinate with their PBO if there are questions about the—

1. Appropriate supply source for required material (for example FDP or SSO, GSA, AAFES, local merchant).

2. Type of material authorized in the unit or activity.

(f) Follow the procedures for GPC use provided by the United States Army Contracting Command, Europe (USACCE), at <http://www.hq.usacce.army.mil/>.

(4) The GPC approving official will—

(a) Review the GPC holders monthly statement and verify that all purchases were necessary Government purchases made according to this policy, Federal acquisition regulations, and the USACCE procedures for GPC use at <http://www.hq.usacce.army.mil/>.

(b) Follow the procedures provided by the USACCE for GPC use.

(5) The PBO will—

(a) Inform personnel who are authorized to approve local purchases of the—

1. Appropriate supply source for required material.

2. Type and quantity of equipment and supplies authorized in the unit or activity.

(b) Review receipts and invoices for GPC purchases to determine that the property is nonexpendable (requires property-book accountability), durable (requires hand-receipt accountability), or expendable (no accountability required).

(c) Account for GPC purchases of nonexpendable and durable property according to AR 710-2 and other applicable regulations.

(d) Inform the responsible hand-receipt holder of the requirement to prepare a DD Form 250 when a nonexpendable item has been purchased with the GPC.

(6) Hand-receipt holders will—

(a) Prepare a DD Form 250 for nonexpendable items purchased with the GPC. The following information will be entered on the DD Form 250:

1. Block 1: Enter "Government Purchase Card".

2. Block 2: Enter the invoice number or reference number from the vendor's receipt.

3. Block 9: Enter the vendor's name and address.
4. Block 13: Enter the hand-receipt number and unit address.
5. Blocks 15 through 20: Enter the item number, stock or part number, quantity received, unit of issue (UI), unit price, and extended price.
6. Block 22: Enter the date of purchase and the hand-receipt-holder's signature.

(b) Provide the PBO a copy of the DD Form 250.

#### **5-10. RELEASING GSMP-MANAGED ITEMS THAT APPEAR IN THE MANAGER REVIEW FILE**

The proper and timely processing of requisitions for reparable items is critical to maintaining readiness in the European theater. The policy in this paragraph establishes timelines for releasing requisitions for reparable items managed in the theater GSMP and those obtained from wholesale sources. The following procedures and timelines will be used to release requisitions to a wholesale supply source that appears in the manager review file:

a. Non-GSMP items: Release immediately.

b. GSMP items:

- (1) IPG 1: Release daily.
- (2) IPG 2: Serviceable asset will be released from maintenance in 8 days or less.
- (3) IPG 3: Serviceable asset will be released from maintenance in 15 days or less.

#### **5-11. PROCEDURES FOR ORDERING MAP PRODUCTS**

Geospatial information and services products will be referred to as "maps" in this paragraph. Maps are a class 2 commodity. The proponent for map requirements in the European theater is the Office of the Deputy Chief of Staff, Engineer (ODCSSENGR), HQ USAREUR/7A. The Office of the G4, HQ USAREUR/7A, is responsible for distributing maps.

##### **a. Routine Requisitions of Maps.**

(1) Maps will be requested by NSN or National Imagery and Mapping Agency (NIMA) sheet number if no NSN is assigned.

(a) DLA map catalogs, bulletins, and maps on-hand may be used to obtain NSNs or NIMA sheet numbers. The FED LOG will be used to cross-reference NIMA sheet numbers to NSNs.

(b) The map sheet number will be used as a part number if no NSN or NIMA sheet number exists (for example, on maps produced by sources other than NIMA, such as unique German maps). The "part numbers" currently recognized by SARSS are on the USAREUR G4 homepage at <https://www.dcslog.hqusareur.army.mil/>. The